



**COUNTY OF LOS ANGELES  
DEPARTMENT OF PUBLIC WORKS  
BUILDING AND SAFETY DIVISION  
AGENCY REFERRAL**



**CITY OF SANTA FE SPRINGS**

11710 Telegraph Road  
Santa Fe Springs, CA 90670  
Telephone: (562) 868-0511 Ext. 7560 FAX: (562) 868-7112  
Office Hours: 7:30 a.m. - 4:30 p.m.

Prepared By	HNM	OM Initial	Date

Plans for (Grading/ Structure) at \_\_\_\_\_  
 Plan Check No. \_\_\_\_\_ (Address) \_\_\_\_\_ (Locality)  
 Land Use Zone \_\_\_\_\_ Proposed Occupancy \_\_\_\_\_ Type of Construction \_\_\_\_\_  
 Description of proposed work: \_\_\_\_\_

**SAMPLE**

**THIS NOTICE IS TO INFORM YOU THAT APPROVAL FROM THE AGENCIES MARKED BELOW, IN ADDITION TO BUILDING PLAN CHECK APPROVAL, MUST BE OBTAINED PRIOR TO PERMIT ISSUANCE.** You may need to submit the pertinent plans, plan check number, calculations, reports, etc., directly to these agencies. To assist you, we have listed below the information which you will need to contact these agencies. *Follow-up is your responsibility.* Please be aware that some items resulting from these agency plan reviews may affect your building plan check. These should be communicated to your Building Plan Check Engineer as soon as possible to prevent unnecessary delays. Submit all agency approvals 48 hours prior to permit issuance. Notify the Plan Check Engineer when all agency approvals have submitted and request review.

**ADDITIONAL AGENCY CLEARANCES MAY BE REQUIRED BY YOUR BUILDING PLAN CHECK ENGINEER**

**COUNTY AGENCIES**

**DEPARTMENT OF PUBLIC WORKS**

**AVIATION DIVISION**

1000 S. Fremont Ave., Bldg. A9 East, 1<sup>st</sup> Flr., Alhambra, CA 91803  
(626) 300-4600 Mon-Thurs 7:00 a.m. - 5:45 p.m.

**BUILDING AND SAFETY DIVISION**

Headquarters Mon-Thurs 6:45 - 5:30 (626) 458-3173  
900 S. Fremont Ave., 3<sup>rd</sup> Fl, Alhambra, CA 91803-1331  
Approval for the following sections is required as noted below:

- ELECTRICAL SECTION**  
900 S. Fremont Ave., 3<sup>rd</sup> Fl, Alhambra, CA 91803-1331  
(626) 458-3180  
Approval is required for:
  - Energy Plan Check
  - Electrical Code Check
  - Emergency Egress Illumination (O.L. ≥ 100)
- MECHANICAL SECTION**  
900 S. Fremont Ave., 3<sup>rd</sup> Fl, Alhambra, CA 91803-1331  
(626) 458-3182  
Approval is required for:
  - Energy Plan Check
  - Mechanical Code Check
  - Plumbing Code Check
  - Roof Drainage
- Research Section**  
900 S. Fremont Ave., 3<sup>rd</sup> Fl, Alhambra, CA 91803-1331  
(626) 458-3173  
(Alternate Materials, Methods, SMRF...)
- GRADING AND DRAINAGE SECTION**  
Jessica Bunker - Regional Drainage / Grading Engineer  
La Puente Office: Wednesday 8:00-11:00 a.m.  
(626) 961-9611
  - Grading Plan Check
    - "Rough Grade" approval is required prior to issuance of building permit
  - Drainage Plan Check (NPDES COMPLIANCE)
    - Drainage approval is required

**GEOTECHNICAL AND MATERIALS ENGINEERING DIVISION**

**GEOLOGY/SOILS SECTIONS** - Plan approval is required for site stability and geologic hazard.  
(626) 458-4925 M-Th 6:30-5:15 pm  
Upload documents to:  
<https://dpw.lacounty.gov/apps/esubmissions/gme/default.aspx>

**LAND DEVELOPMENT DIVISION**

900 S. Fremont Ave., 3rd Fl  
Alhambra, CA 91803-1331  
(626) 458-4921 6:45-5:30 Mon-Thurs

- SUBDIVISION PLAN CHECK SECTION**
- LANDSCAPE** (non-residential landscaped area > 2500 square feet)

**SANITATION DISTRICT**

Payment of sewer connection fee is required.

County Sanitation Districts of Los Angeles County  
1955 Workman Mill R., Whittier, CA 90601  
(562) 699-7411

**OTHER COUNTY DEPARTMENTS**

**DEPT OF PUBLIC HEALTH – Environmental Health Division**

5050 Commerce Way, Baldwin Park, CA 91706  
(626) 430-5380  
Approval is required for:

- Food Service Establishments**  
5050 Commerce Way, Baldwin Park, CA 91706  
(626) 430-5380
- X-Ray Machine Installation**  
Radiation Management  
3530 Wilshire Blvd., 9<sup>th</sup> Fl.  
Los Angeles, CA 90010 Mon – Fri 8:00 a.m.- 5:00 p.m.  
(213) 351-7897

**STATE AGENCIES**

**STATE DEPT. OF INDUSTRIAL RELATIONS - CAL/OSHA  
DIVISION OF OCCUPATIONAL SAFETY & HEALTH**

Permit is required for excavation of trenches which are 5 ft. or more deep into which a person is required to descend or for the construction or demolition of any structure 4 or more stories. Brick-lined seepage pits may require permit.

1906 W. Garvey Ave S., Suite 200, West Covina, CA 91790  
(626) 472-0046

**STATEWIDE CLEAN-UP OPERATIONS**

(2000' from a source of significant Hazardous Waste Disposal)  
Sacramento Branch: (916) 323-3376  
Glendale Branch: (626) 551-2830  
Long Beach Branch: (562) 590-4968

**STATE DEPARTMENT OF CONSERVATION DIVISION OF OIL AND GAS**

Verify with City Dept. of Planning and Development. Obtain clearance requirements for abandonment of oil wells.

5816 Corporate Avenue, Suite 200, Cypress, CA 90630-4731  
(714) 816-6847 FAX: (714) 816-6853

**OTHER AGENCIES**

**SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT (SCAQMD)**

Applicants for non-residential buildings must fill out "Air Quality Permit Checklist" furnished by Building & Safety. If "Yes" is marked, a written release will be required before occupancy is allowed. Notification form required for demolition and alteration permits where ASBESTOS is involved.

21865 E. Copley Dr., Diamond Bar, CA 91765-4182  
(909) 396-2000, (800) 288-7664

**SCHOOL DISTRICT**

Development fee must be paid to the District for residential and commercial construction. A "Certificate of Payment of Developer Fee" must be submitted to Building and Safety prior to obtaining a building permit.

**CITY OF SANTA FE SPRINGS AGENCIES**

**CITY OF SANTA FE SPRINGS FIRE DEPARTMENT**

11300 Greenstone Ave, Santa Fe Springs, CA 90670  
(562) 944-9713 FAX (562) 941-1817

**□ FIRE PREVENTION BUREAU**

Obtain approval and permits for building and site plans, fire protection, fire sprinkler systems.  
Bill Murphy Ext. 3703

**□ ENVIRONMENTAL PROTECTION DIVISION**

**□ C.U.P.A. REVIEW**

Obtain building and site approval for hazardous materials, hazardous waste, underground storage tanks, begin RMP, site contamination and mitigation.  
Tom Hall Ext. 3715

**□ INDUSTRIAL WASTE**

Obtain approval for preliminary waste water treatment.  
Santa Fe Springs Fire Dept.  
Raul Diaz Ext. 3713

**CITY OF SANTA FE SPRINGS DEPT. OF PLANNING AND DEVELOPMENT**

Obtain approval of plot plan, landscaping and/or Planning Commission approval and other requirements.  
(562) 868-0511 Ext 7550

**CITY OF SANTA FE SPRINGS PUBLIC WORKS DEPARTMENT**

**□** Obtain approval for site drainage, drainage at parkway, public right-of-way improvements and NPDES requirements.  
Ron Hughes (562) 868-0511 Ext. 7549

**□** Obtain approval for Congestion Management Plan Compliance  
Tony Olmos (562) 868-0511 Ext. 7543

**CONSTRUCTION AND DEMOLITION RECYCLING REQUIREMENTS**

Contractors are required to recycle 75% of all project waste materials for projects valued at over \$50,000.

Sue Janikowski (562) 868-0511 Ext. 7356

**HERITAGE ARTWORK IN PUBLIC PLACES PROGRAM**

Any building permit valued at \$300,000 or more is subject to a fee equal to one (1) percent of the building permit valuation.

Sue Janikowski (562) 868-0511 Ext. 7356

**METHANE GAS DIVERSION**

Review is required by City of SFS Planning Dept. and SFS Fire Dept.

Andrew C. Lazzaretto (562) 868-0511 Ext. 7354

**ENVIRONMENTAL COVENANT**

Review is required by City of SFS Planning Dept.

Andrew C. Lazzaretto (562) 868-0511 Ext. 7354